

POSITION:	SENIOR CARETAKER
REPORTS TO:	PROPERTY MANAGER/PROPERTY OFFICER
DEPARTMENT:	PROPERTY
HOURS OF WORK:	37 HOURS A WEEK ALL YEAR ROUND

This role will have a key responsibility for covering evening and weekend events in the College as part of the 37 hours each week. This may vary from week to week according to bookings.

DUTIES

- Take responsibility to dealing with requests via the help desk, arrange which tasks (either routine tasks or those coming through the help desk system) are allocated among the caretaking team and make sure all are completed in a timely manner, following College protocols and to the standard required. Keep the Property Officer and Property Manager informed at all times.
- Support the Property Manager and the Property Officer in taking responsibility for arranging and overseeing the completion of maintenance works as allocated that need to be carried out during term time or holidays.
- Liaise with contractors in order to complete any projects allocated by the Property Manager or Property Officer.
- Be proactive on identifying faults, issues or potential problems and implementing any repairs works that might be necessary or requesting to the Property Officer or Property Manager any relevant contractors in order to solve the situation.
- On a rota basis cover the building checks required during the Christmas break or any periods of time when the College is closed and checks are required.
- Support the students behaviour supervisor team and the security guard on any property related issues or students behaviour related issues.
- Security of premises to include the locking and unlocking of all or part the College's premises and security checks, including car park checks during the day and evening as required. Eviction of unauthorised persons off the College's premises.
- Providing caretaker presence and locking up for Adult Education evenings (currently Monday until 9.30pm) as required. Act as the fire warden during these evenings, coordinating evacuation procedures.
- Being responsible for opening the building and closing the building for external bookings. This will involve early mornings, late evenings and weekends. – patterns of work are planned well in advance.
- Providing caretaker presence and locking up for different College events, internal or external bookings such as Open Evenings, Parents Evenings, theatre bookings etc as and when required.
- Support the upkeep of the College's grounds and gardens of the College off site buildings including the international houses, and all Satellite sites. This will include ensuring gardens and outdoor areas are well maintained and look up together. This will include but not limited to mowing lawns, pruning shrubs, planting borders where these exist.
- Responsible for keeping the college grounds, buildings and surrounding areas clean and free from litter and waste as required
- Attending alarm or emergency call outs on a rota basis for any of the College premises.
- Responding to alarm calls within the College e.g. disabled toilets, lifts.
- Identification of major and minor faults in the College's premises or fixtures and fittings i.e. gas leaks, broken windows, furniture repairs, clock batteries, ILT equipment and implementing appropriate repairs or maintenance. Ensure the property manger is informed and contact emergency services as required.

- Conducting general caretaking duties and DIY repairs in any of the colleges premises i.e. moving furniture, distributing post, distributing deliveries, putting up shelves, painting, notice-boards, white-boards etc. which could involve the use of power tools (training will be given). The tasks are not limited to this list.
- Setting up of rooms upon request for teaching and administration staff including the exam desks in the Sports Hall and any other room required, and for Parents' Evening, Open evenings etc.
- Maintenance of the 3G pitch and tennis courts including the regular brushing of the pitch and sweeping of the courts.
- In the event of snow/ice, caretakers would be expected to provide additional cover to ensure the site is safe for access during opening times.
- Driving the minibus or be willing to train as required.
- Support the College challenging student behaviour that goes against college's policy and expectations.
- Be competent or willing to be trained on minor electrical repairs, PAT testing, identifying electrical hazards, electrical safety regulations, maintaining electrical circuits and lighting installations.

Health and Safety Duties

- Being a first aider or be willing to undertake all necessary training
- Be able to operate the fire alarm system and lead evacuation procedures during Adult Education evenings, evening or weekend events/hires (internal or external bookings)
- To support any emergency procedures such as evacuations, bomb threats, lock down, etc.
- Liaise with emergency services in the absence of the Property Manager/ Property Officer or SLT members
- To support the property manager and property officer on H & S inspections, filing up the forms and carrying on the action plan.
- Carry out general routine H&S checks (daily, weekly monthly etc.) in all College's premises and report any issues to the Property Manager, Property Officer or SLT member. Implementing appropriate repairs or maintenance.
- To assist to any in-house or external H & S training required. Share with the team or other College's members the knowledge acquired during the training.

General

1. Help the FoH during any events with the sales of refreshments, alcoholic drinks and or snacks in accordance to College's policy.
2. In carrying out the duties above, the post-holder will show an awareness of, and compliance with, all College policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.
3. Following all College policies and procedures especially those relating to safeguarding, child protection and health and safety.
4. Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities.
5. Undertaking other reasonable tasks in these areas as requested by the Principal or members of the Senior Leadership Team or designated deputy.
6. Any other duties as may be reasonably required by your line manager, the Principal or members of the Senior Leadership Team from time to time.

This job description can be amended and updated on a regular basis by management.

September 2026